

Minutes from the September 17, 2003  
Printing and Mail Managers Exchange Forum Teleconference

Twenty-seven individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

**Comments/Additions to last Months Minutes**

Corrections were made to the August 20, 2003 teleconference minutes.

**Update on the General Service Administration's U.S. Postal Service Regulations**

Al Majors, Headquarters informed the group that the General Services Administration (GSA) cancelled a plan meeting scheduled for August 20<sup>th</sup> on the U.S. Postal Service Regulations. GSA sent an e-mail to committee members stating that the regulation working group agenda if implemented would have some minor effects on the 2004 Mail Management-Reporting Format. GSA has scheduled a meeting to take place in October in which the impact of the new changes will be discussed.

No questions were asked.

**Headquarters 539-S Business Card Term Contract**

Dallas Woodruff, Headquarters inform the group that an open requisition (SF-1) must be sent to Headquarters or to main GPO before any business cards orders can be placed during FY04. The SF-1 would allow GPO to issue a new jacket number to be used during FY04. Failure to provide a SF-1 will result in not being allowed to place orders.

No questions were asked.

**Update on the upcoming Department's 2003 Three-Year Printing and Publishing Activities Report to Congress**

Dallas Woodruff, Headquarters informed the group that he is currently updating the Guidelines for Preparing the Three-Year Site Plan, and anticipate e-mailing the data files to sites during the first week of October. The data is due to Headquarters by December 5, 2003 to allow enough time to compile and provide copies to congress by the second week of February. Dallas said he plans to meet with Michael Kane, NNSA to discuss whether or not he would be allowed to send the Guideline books and the data file e-mails directly to NNSA, sites as he did last year. Karen Payne-Jones, NNSA Service Center, Oakland said she prefer to have the material sent by Dallas to assure that it is received in a timely manner. Edna White, NNSA Service Center, Nevada informed Dallas that future printing material is be sent to Blanca St.Clair, NNSA Service Center, Nevada. Doug Clark, Pantex Site asked if the same DOS base application (PPAFI system) for collecting the data would be used. Dallas said the same database system would be used again for collecting the data.

### **Acquisition of Printing and Duplicating Equipment Purchase/Lease**

Dallas Woodruff, Headquarters informed the group that a copy of the new GPO/OMB Compact Agreement was included with the letter mailed from Headquarters to sites on September 3<sup>rd</sup>. The agreement talked about reviewing the types of work produced, and production levels at the printing and duplicating facilities for possible out-sourcing of certain types of work. In addition, request for new equipment will be review more closely by GPO and JCP to determine if the work that is to be placed on the new equipment can be out-source.

The request for new equipment may be more time consuming because JCP is requesting GPO to assist in determining whether or not acquisition of equipment should be approved. Sites must include a strong justification for why the work to be placed on the new equipment can not be out-sourcing. Simply stating that the work is classified and can not be out-source may not be enough of a justification to obtain new equipment.

Some members of the group expressed concerns that a strong justification and anticipated cost savings may not be enough to obtain new equipment or upgrade existing equipment to replace older equipment. Blanca St.Clair, NNSA Service Center, Nevada and Fina Martinez-Myers, Bechtel Nevada both stated that Bechtel Nevada is planning to request a new piece of equipment to replace an older piece of equipment. Fina Martinez-Myers asked if GPO would be reviewing all future request for both purchase and lease equipment. Dallas replied saying GPO does plan to review request for both purchase and lease equipment. Blanca St.Clair asked would the anticipated cost savings be considered during the approval process. Dallas said that Headquarters would forward the anticipated cost savings amount to GPO/JCP as part of the request.

Hart Guenther, Nonproliferation & National Security Institute express concerns stating that the General Services Administration is negotiating government rates for purchasing of equipment at the same time GPO/OMB is looking to eliminate certain types of work being produced in-house, and is reviewing more closely the acquisition of new equipment. Linda Adams, Savannah River asked what is the goal that OMB/GPO and JCP are trying to achieve in regard to acquiring equipment. Dallas said the Compact Agreement call for a review of equipment and work being produced in-house to determine if any of the work can be out-source.

### **Other Items discussed**

Al Majors asked if any sites are utilizing down draft tables for incoming mail screening. Edna White, NNSA Service Center, Nevada indicated that her site is using the down draft with filters in the mailroom. A Proposal was made to discontinue using the table. Al asked what the reason to discontinue using the table was. Edna was not sure why a proposal was put forth, but did say an assessment was done on whether to continue using the table. Al asked Edna to provide the specification on the table to him, because Headquarters and other agencies are considering purchasing down draft tables. Edna said she would send the specifications to Al. Doug Clark, BWXT Pantex states that his site has a separate screening facility for mail with two clean boxes with a glass front and filtration system. Al asked Doug to provide specifications to him. Doug stated that he would provide specifications to Al.

## **Attendance**

Oak Ridge Nat. Lab (2)	Headquarters (2)
BWXT Pantex	Oak Ridge National Lab.
Strategic Petroleum Reserves Office (3)	Schenectady Naval Reactors (2)
Knoll Atomic Power Laboratory	Carlsbad Field Office
National Renewable Energy	West Valley Demonstration Project
Savannah River Operations Office	National Energy Technology Lab.
Nonproliferation & National Security Institute	Bechtel Nevada (2)
National Security Complex Y-12 (2)	Ohio Field Office
National Nuclear Security Administration (NNSA), Nevada (2)	
National Nuclear Security Administration (NNSA), Oakland (2)	
Southwestern Power Administration	